

THE TOWNSHIP OF BRIDGEWATER

POSITION OPENING

Title of Position: **CONFIDENTIAL SECRETARY I
TO MAYOR/TOWNSHIP ADMINISTRATOR**

Reports To: Mayor/Township Administrator

Responsibilities

Under the direction of the Mayor/Township Administrator, the employee performs responsible and varied secretarial and clerical services with above average expertise and competence, records management and filing, exercises judgment in connection with handling office work which involves contact with the public, disseminates information properly and appropriately and/or directs the individual requesting the information to the appropriate source and at all times maintains a high level of confidentiality. Employee will be tasked to handle constituent case work with promptness, courtesy, and efficiency. Performs other related work as required.

Qualifications:

Must have excellent secretarial skills and be able to interact with the public with courtesy and tact. Must be able to use initiative and discretion based upon knowledge of Mayor/Township Administrator's direction and follow all policies and procedures. Must have excellent command of the English language, grammar and spelling; familiarity with office equipment; must be computer literate. Must be highly organized and be able to work independently to perform all assigned tasks. Must be able to maintain confidentiality for all work performed.

Non-Union Grade: E

Salary: \$31,882 - \$47,859

Normal Work Week: Monday – Friday – 9:00 a.m. to 5:00 p.m.
This position will require occasional work outside normal business hours

POST: 1/6/2016

REMOVE: 1/15/2016